



ISI®
**Compact Disc
Editions**

Science Citation Index®
Social Sciences Citation Index®
Arts & Humanities Citation Index®

Quick Reference Guide

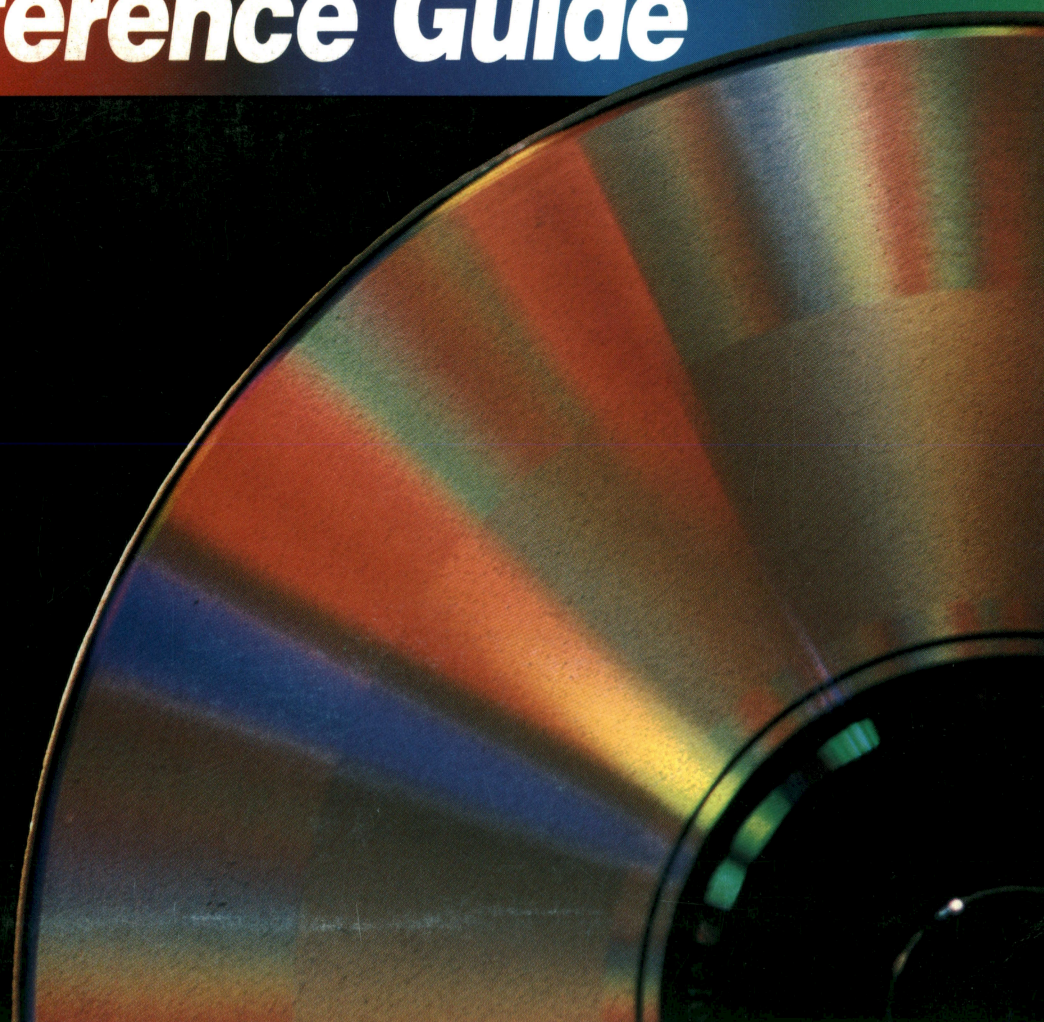


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This document is not intended to be a complete description for the ISI Compact Disc Editions, but rather a quick reference providing a brief overview of important program functions. For detailed descriptions of all functions available with each product, please refer to the program help system or to the appropriate User Guide.

The examples used throughout this document were created for illustration and do not necessarily represent actual search results.

If you have any questions regarding the information contained herein, please contact the ISI Technical Help Desk at one of the locations listed below:

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INTRODUCTION

The Science Citation Index®, Social Sciences Citation Index®, and Arts & Humanities Citation Index®

- The **Science Citation Index (SCI®)** is an index to the journal literature of the sciences.
- The **Social Sciences Citation Index (SSCI®)** is an index to the journal literature of the social sciences.
- The **Arts & Humanities Citation Index (A&HCI®)** is an index to the journal literature of the arts and humanities.

Publications Covered

- **The SCI fully covers 3,300 major journals** across 100 scientific disciplines. The SCI indexes every article and significant item (i.e., notes, letters, corrections and editorials) in every publication it covers.
- **The SSCI fully covers over 1,400 journals** spanning 50 disciplines. The SSCI indexes every article and significant item (i.e., notes, letters, corrections and editorials) in every publication it fully covers. In addition, coverage includes items relevant to the social sciences selected from the 7,000 other journals covered in the multidisciplinary ISI® database.
- **The A&HCI fully covers over 1,100 journals** across 25 disciplines. The A&HCI indexes every article and significant item (i.e., reviews, illustrations and editorials) in every publication it fully covers. In addition, selective coverage includes items relevant to the arts and humanities selected from the 7,000 other journals covered in the multidisciplinary ISI database.

Cited Reference Searching

- Retrieves papers that have referenced (cited) an earlier written work or work of art, or a set of works by a specific person.
- Enables quick location of updates and corrections to earlier research.
- Facilitates subject searching without relying on terms, which can be inconsistent.

Related Records®

- Shares at least one cited reference with an article you have displayed or highlighted.
- Leads you to more papers on your topic of interest with a single keystroke.



INTRODUCTION (cont'd)

Fields Available for Searching

- Title
- Author
- Cited Reference
- Address
- Abbreviated Journal Title
- Full Journal Title (Version 3.0 data only)

Tools for Refining Searches

- Field Dictionaries
- Boolean Operators
- Set combinations
- Limits

Methods of Displaying and Manipulating Search Results

- Display results in full record or title format
- Display authors' addresses, cited references, Related Records® and shared references
- Print and/or save individual records or a full set of records
- Mark (collect) records as you browse, for printing and/or saving later

F1-HELP

Two Types

- Context-Sensitive Help
- Topic-Specific Help

Accessing Help

- Press <F1> from anywhere in the program to be placed in the **context-sensitive help facility**. A help screen will be displayed containing information relevant to the section of the program in which you are currently working. For example, if you press <F1> while inputting text in a search statement, the "Search Session" help screen (below left) will be displayed. An arrow at the bottom right of the screen indicates that there is more information available regarding the topic. <PgDn> and <PgUp> move to the next or previous page of information.
- Press **H** at any time from within context-sensitive help to access the **help index** (below right). This index is a menu listing all topics for which on-line help is available. Use the up and down arrow keys to highlight the topic for which you want help, then press ↵. The help screen(s) for the topic you selected will be displayed.
- Press <ESC> from context-sensitive help or the help index to return to the search & retrieval program.

SEARCH SESSION
There are several functions that you will be using to initialize, refine and perform your searches; each is outlined below. Selecting a Search Field The first step in searching is selecting a field on which to search. Press <ALT>-F for a menu of fields on which you can search. For more information, choose "Selecting a Search Field" from the Help Index. Using a Dictionary The second step in searching is using the dictionary to check the spelling/abbreviation for your search term(s) or to import a dictionary term(s) into your search statement. Press <ALT>-D to display the dictionary. If you press <ALT>-D after typing a word, the dictionary will open at or near that word. To transfer a dictionary term(s) to your statement, highlight it and press <ENTER>. For more information, select "Using Dictionaries" from the Help Index. ↓
Press H for help index, ESC to leave help system.

HELP INDEX
OVERVIEW Introduction to the SCI and SSCI Citation Searching and Related Records Search Methodologies Accessing Program Functions DATABASES Selecting/Changing Databases Currently Active Database/Data Version Deleting a File SEARCHING F3-Search Menu The Basics The Search Session Screen Selecting a Search Field Using a Field Dictionary Using Truncation Using Boolean (Logical) Operators Performing a Title Word Search Performing an Author Name Search
Press ↵ to see help for highlighted topic, ESC to leave help system.

F2-DATABASE

Databases

- Each compact disc contains one database and usually holds up to one year of data.
- SCI and SSCI data is updated every quarter; A&HCI data is updated every 4 months.
- Updates are cumulative: each disc holds all the data of the prior issue, in addition to the data for the current issue.

Selecting a Database

- If connected to a single CD drive, the database in that drive will automatically be accessed upon program startup.
- If connected to a tower-type CD drive and more than one disc is currently loaded, you can select a database by choosing the "Select database" option from the **F2-Database** menu. You may choose from multiple databases, but only one database is searchable at a time.
- If a CD-ROM drive is not attached to your computer, or if no disc has been inserted in a connected drive, the following message will be displayed:

Can't find any ISI compact discs.
Check CD-ROM drive and press **↵** to continue,
ESC to return to DOS.

If you receive this message, check to be sure that the CD-ROM drive is on and ready, and/or that an ISI database is in the drive. Press **↵** to load the database.

Currently Active Database/Data Version

- The name of the database that is currently loaded is centered at the top of your screen. For example, the first 1991 quarterly issue of the SCI will be identified as "Science Citation Index (Jan 91 - Mar 91)."
- A data version number appears at the upper right of your screen. "D2.0" denotes SCI or SSCI data produced prior to October 1991; "D3.0" denotes data produced later (including all A&HCI data). Certain search limitations apply to 2.0 data: full journal title searching and the SAME operator are not available, for example. These restrictions will be noted where they apply later in this guide.

F3-SEARCH

Basic Steps For Searching

- Press <ALT-F> to select a field on which to search.
- Type search criteria in the search statement input box.
- Press <ALT-D> to use the field dictionary to check the spelling or appropriate abbreviation of your search terms, to verify a source author or cited author's name, or to pull dictionary terms directly into your search statement.
- Use truncation, Boolean operators and limits to broaden or narrow your search.
- Press ↵ to execute your search.

The Search Session Screen

- SET number (1), number of RECORDS found (2) and name of FIELD (3).
- Search statement input box (4) for input of search criteria.
- ALT-key listing (5) shows available options.

U3.05 — Arts & Humanities Citation Index <Jan 95 - Apr 95> — D3.0

F1-Help F2-Database F3-Search F4-Results F5-Quit

Search Session

Set	Records	Field
1	43	Title FRENCH REVOLUTION
2		Title Enter as: LINGUISTICS or MODERN LANGUAGE* or CHOMSKY, NOAM Press ↵ to execute search.

Alt-Fields Alt-Dictionary Alt-Limit Alt-Undo Alt-CopyQuery
Alt-ClearSession Alt-PrintSession Alt-SaveStrategy Alt-RunStrategy

Callouts: 1 points to Set column, 2 points to Records column, 3 points to Field column, 4 points to search input box, 5 points to ALT-key listing.

Selecting a Field on Which to Search

- Press <ALT-F> to access the Fields menu.

D2.0

Fields	
Press ↓ to select highlighted field, bold letter for other fields.	
Title	: Title word
Author	: Author name
Citation	: Cited author/cited reference
aDdress	: Address word
abbr Journal	: Abbreviated journal title
Set	: Set combination

D3.0

Fields	
Press ↓ to select highlighted field, bold letter for other fields.	
Title	: Title word
Author	: Author name
Citation	: Cited author/cited reference
aDdress	: Address word
abbr Journal	: Abbreviated journal title
Full journal	: Full journal title
Set	: Set combination

- Highlight the field you want to use and press **↓**, or press the highlighted (capitalized) letter of your selection. The field selection will be reflected on the screen. If you selected "Author" from the **Fields** menu, the Search Session screen would look like this:

U3.05 — Arts & Humanities Citation Index (Jan 95 - Apr 95) — D3.0	
F1-Help	F2-Database
F3-Search	F4-Results
F5-Quit	
Search Session	
Set	Records
Field	
1	Author
	Enter as: MACDONALD-ML or MACDONALD-M*
	Press ↓ to execute search.
Alt-Fields Alt-Dictionary Alt-Limit Alt-Undo Alt-CopyQuery Alt-ClearSession Alt-PrintSession Alt-SaveStrategy Alt-RunStrategy	

Using a Field Dictionary

- Press <ALT-D> after selecting a field; the dictionary for that field will be displayed. If there is information in your current search statement, you will be placed in the dictionary at the location that most closely matches the information. The illustration below shows the section of the Title dictionary that would be displayed if the term **RADON** were typed in the search statement.

Press SPACE to mark/unmark terms, ⏎ to transfer term to query. Type letter(s) to move to another part of the dictionary.	
Records	Title words
1	RADOMETER
134	RADON
1	RADON
7	RADULA
1	RADULACEAE
2	RADULAE
1	RADULANS
2	RADULAR
2	RADURIZED
1	RADWAN, MACIEJ
1	RADWASTE
1	RADZIKOW

- Use the arrow keys to **highlight a dictionary entry** to be used in your search statement.
or
- **Type a few letters** of a possible entry, then press ⏎ to move to that section of the dictionary.
- Press ⏎ to bring the highlighted entry into your search statement.
- **Mark multiple dictionary terms** to be brought into your search statement by pressing <Spacebar> when each entry is highlighted, then pressing ⏎ when all terms are marked.
- You can edit your search statement after transferring terms from the dictionary, or press ⏎ again to execute the search.
- Remember to select the field on which you want to search (Alt-F) *before* accessing the dictionary.

Using Truncation in Search Statements

Right-handed truncation: Use an asterisk (*) at the end of a search term to retrieve all variants of the term beginning with the same character string. For example:

Search	Retrieves
Title SUPERCONDUCT*	Articles containing superconducting, superconductive, superconductivity, superconductor, or superconductors in their titles
Author WALKER-G*	Articles written by G. Walker or G.C. Walker

Right-handed truncation is very useful for retrieving plurals and variant word endings. The shorter the word stem, the more variants retrieved. However, be aware that using a short word stem can produce unwanted results. For example, the title word search **SUPERCON*** would retrieve records containing **superconcentrate** or **superconvergence**, in addition to the terms listed above.

Internal truncation: Use an asterisk (*) inside a search term to retrieve alternative letter combinations. One asterisk can represent any number of letters (the number cannot be restricted). For example:

Search	Retrieves
Title SUL*UR	Articles containing sulfur or sulphur in their titles.
Citation FREUD-S*INTERP*DREAM*	Articles that have cited any edition or reprint of S. Freud's Interpretation of Dreams .
Citation WARHOL-A*ILLUS	Articles that contain reproductions of any work of art by A. Warhol .

At least one letter must precede the truncation symbol in a search statement. The search ***BENZENE** will produce an error message.

Using Boolean (Logical) Operators in Search Statements

- Use the logical operators OR, AND, NOT, THRU and SAME to combine search terms or set numbers.

OR	Broadens a search. Use with any field.	The Title word search TRUTH OR FICTION retrieves articles having EITHER truth or fiction in the title.
AND	Narrows a search. Use with any field.	The Title word search TRUTH AND FICTION retrieves articles with BOTH truth and fiction in the title.
NOT	Narrows a search. Use with any field.	The Title word search TRUTH NOT FICTION retrieves articles having truth but NOT fiction in the title.
THRU	Broadens a search. Use with Set searches only.	Use to combine a series of sets as if you were using OR: 1 THRU 5 is the same as 1 OR 2 OR 3 OR 4 OR 5 .
SAME	More specific version of AND. Use with Address field (Version 3.0 data only). Address terms must be in the same address.	The Address search UNIV-ROCHESTER SAME BIOL retrieves articles having both University of Rochester and Biology in a single address.

- More than one operator can be used in a single search statement.** Operators will be processed in the following order of precedence (first to last): THRU, SAME, NOT, AND, OR.

The Title word search **RECOMBINANT AND HUMAN GROWTH HORMONE OR HGH** retrieves articles containing both **recombinant** and **human growth hormone** in the title, or containing **HGH** in the title.

- Use parentheses to control how your search is processed.** Items in parentheses will always be processed first.

The Title word search **RECOMBINANT AND (HUMAN GROWTH HORMONE OR HGH)** retrieves articles containing **recombinant** and EITHER **human growth hormone** or **HGH** in the title.

Title Word Search — Conventions and Usage

Description: Use the Title field for word searching. This is an excellent starting point for most search sessions. For the A&HCI, ISI title enhancements are searchable.

Search Term Entry: Enter terms as single words or phrases. Hyphens may be entered as part of a term, but terms appear without hyphens in the Title word dictionary.

With Version 2.0 data, phrases are searched as if they were individual terms joined by AND. The searches **BLOOD FLOW** and **BLOOD AND FLOW** are equivalent, and can retrieve articles containing the phrase **flow of blood** as well as **blood flow**. With Version 3.0 data, phrases are matched exactly: **BLOOD FLOW** retrieves only articles containing the phrase **blood flow**.

Certain common words (stopwords) like **a** are not searchable unless they are meaningful words in a phrase. They must be entered as part of the phrase. For example, **VITAMIN A** is a valid search, but **A VITAMIN STUDY** and **VITAMIN AND (A OR B)** are not.

Leading and trailing special characters should not be entered with your search term. For example, **(1,2,4)benzothiadiazine** should be searched as **1,2,4)BENZOTHIADIAZINE**

Author names can be used as search terms in title searches. For example, **BECKETT,S** will retrieve articles about Samuel Beckett, not works written by him.

Logical Operators: **AND, OR, NOT, SAME.** The SAME operator works like AND in this field: **BLOOD AND FLOW** and **BLOOD SAME FLOW** will retrieve the same articles. See "Using Boolean (Logical) Operators in Search Statements" on page 9.

Examples:

Set	Records	Field
1	16	Title BRITISH AND LITERATURE
2	710	Title ALZHEIMER* OR PARKINSON*
3	41	Title ANGIOPLASTY AND (BALLOON OR TRANSLUMINAL)
4	18	Title BECKETT,S OR BECKETT,SAMUEL

Author Name Search — Conventions and Usage

Description: Use the Author field to retrieve articles written by a specific author. Secondary as well as primary authors are searchable.

Search Term Entry: Enter last name first, followed by a hyphen and up to 4 initials, with no spaces, commas, or periods between the terms: **LOWRY-OH**.

Last names should always be single terms. Compound and hyphenated surnames and surnames with apostrophes must be fused for searching: **CAMPBELLTHOMPSON-J** or **ODONNELL-E**.

Refer to the Author dictionary to check spelling and initials. You can always truncate if you are unsure of an author's initials, but be aware that you may retrieve unwanted results.

Logical Operators: **AND, OR, NOT**. See "Using Boolean (Logical) Operators in Search Statements" on page 9.

Examples:

Set	Records	Field
1	10	Author WALKER-G
2	54	Author WALKER-G*
3	977	Author WALKER-*
4	20	Author EVANS-WJ OR FIATARONE-MA*
5	3	Author EVANS-WJ AND FIATARONE-MA

Abbreviated Journal Title/Full Journal Title Searches — Conventions and Usage

Description: Use the Abbr Journal or Full Journal fields to retrieve items published in a particular journal. ISI uses a 29-character abbreviation in the Abbr Journal field that usually, but not always, corresponds to the ISO or National Library of Medicine abbreviation for that journal. Full journal titles contain every word of a journal's title. Full journal title searching is available with Version 3.0 data only.

Search Term Entry: **Abbreviated journal title:** Enter the ISI journal abbreviation (up to 29 characters) with hyphens separating word segments: **AMER-J-OCCUP-THER**
Full journal title (D3.0 only): Enter every word in the journal title, with hyphens separating words: **AMERICAN-JOURNAL-OF-OCCUPATIONAL-THERAPY**

Always use the dictionary to confirm a journal entry! You can verify the full title of a dictionary entry by highlighting the entry, then pressing <ALT-T>.

Logical Operators: **AND, OR, NOT.** See "Using Boolean (Logical) Operators in Search Statements" on page 9.

Examples:

Set	Records	Field
1	205	Abbr journal AMER-J-OCCUP-THER
2	1081	Abbr journal OPERA OR OPERA-QUART
3	205	Full journal AMERICAN-JOURNAL-OF-OCCUPATIONAL-THERAPY
4	1768	Full journal OPERA*

Address Word Search — Conventions and Usage

Description: Use the Address field to retrieve items published by authors at a particular institution or corporation. Postal codes are also searchable in this field.

Search Term Entry: **Always refer to the Address dictionary before entering address words!** Most address terms are abbreviated. Some terms must be entered with hyphens (university and other institution names, cities, provinces, postal codes and countries); others should be entered without hyphens (department names, street addresses).

Terms that are bound with hyphens (as noted above) may be truncated to retrieve variants. Note, however, that while the Address search **PENN-*** will retrieve **PENN-HOSP** and **PENN-STATE-UNIV**, it will not retrieve **UNIV-PENN**.

Logical Operators: **AND, OR, NOT, SAME.** SAME is available for Version 3.0 data only.

More than one address may be associated with a record. SAME will restrict your search to a single address; AND can retrieve records containing terms from different addresses associated with the same record. For example, the search **UNIV-TOKYO SAME PHYS** will retrieve articles published by an author in the physics department of the **University of Tokyo**. The search **UNIV-TOKYO AND PHYS** will retrieve these articles, but can also retrieve articles co-authored by one researcher in the department of medicine at the University of Tokyo and another in the department of physics at Kyoto University. If, however, you were attempting to locate research published jointly by scientists in England and Japan, your search should be **ENGLAND AND JAPAN**.

Examples:

Set	Records	Field
1	891	Address JOHNS-HOPKINS-UNIV AND (MED OR PHYSIOL)
2	422	Address JOHNS-HOPKINS-UNIV SAME (MED OR PHYSIOL)
3	24	Address DOW-CHEM-CO-USA AND CHEM
4	76	Address ENGLAND AND USSR

Cited Reference Search — Conventions and Usage

Description:

Use the Citation field to locate research that has referenced (cited) the work of a specific author, a specific earlier paper or book, a patent (SCI only), or an illustration or musical score (A&HCI only). The author's name or earlier work will be your search term. A cited reference search is an excellent way to find updates or corrections to earlier research, or to find out whose work is being cited by whom. In the A&HCI, you can also identify articles containing actual reproductions of drawings, paintings, or music scores. Highly cited items can be identified in the Citation dictionary.

Search Term Entry:

Always refer to the dictionary before entering a Citation search! Note that only the first author of a cited book or article is indexed in the Citation dictionary; you must know the first author in order for your search to be successful.

Cited author/artist: Enter last name first, followed by a hyphen and up to 4 initials: **CRICK-FHC** Because the cited author is actually a portion of the full cited reference entry, a truncation symbol (*) will be automatically inserted when the search is processed. All references to any work by this person will be retrieved.

Cited reference (non-patent, SCI & SSCI): Enter elements in the following order, with all spaces replaced by hyphens. Cited author's last name, initials, publication year, cited journal or book title, volume, and page number: **ALEXANDER-GE-1986-J-NEUROSCI-V9-P357**

Cited reference (A&HCI): Enter elements in the following order, with all spaces replaced by hyphens. Cited author's last name, initials, cited journal or book title, publication year, volume, and page number: **TWAIN-M-MORE-TRAMPS-ABROAD-1897**. Entries for authors or artists without initials should be entered with double hyphens (**HOMER--ILIAD**) or internal truncation (**HOMER-*ILIAD**).

Citation dictionary entries for a particular cited paper may differ only by page number; truncating the entry prior to the page number is a quick way to retrieve all of the variants: **FRIEDBERG-EC-1985-DNA-REPAIR*** Cited book entries may contain different publication dates; again, truncation can help: **MANIATIS-T*MOL-CLONING***

Cited patent (SCI): Enter elements in the following order, with all spaces replaced by hyphens. Cited patent number (up to 9 digits), country of issue, publication year, APPL for application or REIS for reissue (if appropriate), inventor's last name, initials: **039090965-GE-1989-ANTRAKIAN-G** Cited patent numbers always appear as 9-digit numbers in the dictionary, and are padded with leading zeroes if necessary. You do not need to enter the leading zeroes in your search: **127304**

Cited illustration/musical score (A&HCI): To identify articles containing reproductions of works of art, enter elements in the following order, with all spaces replaced by hyphens. Cited artist's last name, initials, cited illustration or musical score title, completion year and either ILLUS for illustration or MUSIC for musical score: **WARHOL-A-DIAMOND-DUST-SHOES-1980-ILLUS** or **HAYDN-J-QUARTET-OP54-NI-MUSIC**.

Use internal truncation to retrieve articles that reference any illustration by a particular artist: **WARHOL-A*ILLUS** Variants may also be selected directly from the dictionary.

Logical Operators:

AND, OR, NOT. See "Using Boolean (Logical) Operators in Search Statements" on page 9.

Examples:

Set	Records	Field
1	66	Citation (<i>any dataset</i>) MOSS-AR-*
2	4	Citation (<i>SCI or SSCI</i>) MOSS-AR-1987-AM-J-EPIDEMIOL-V125-P1035
3	12	Citation (<i>SCI or SSCI</i>) GOULD-SJ-1977-ONTOGENY-PHYLOGENY*
4	9	Citation (<i>A&HCI</i>) GOULD-SJ -ONTOGENY-PHYLOGENY-1977*
5	17	Citation (<i>any dataset</i>) GOULD-SJ-*ONTOGENY-PHYLOGENY*
6	1	Citation (<i>SCI</i>) 000035403-IT-1986-CAMALLI-M
7	1	Citation (<i>A&HCI</i>) WARHOL-A-DIAMOND-DUST-SHOES-1980-ILLUS
8	8	Citation (<i>A&HCI</i>) WARHOL-A-*ILLUS

Set Combination Search — Conventions and Usage

Description: Use the Set field to combine two or more previously executed searches. This is the only way to combine searches of two or more different fields (e.g., Author and Title). Using the Set field also allows you to apply language, document type, or update limits to an executed search, without having to retype the search statement.

Search Term Entry: Set numbers separated by logical operators: **1 THRU 4 NOT 3**. Remember to select "Set" from the **Fields** menu before executing the Set search!

Logical Operators: **AND, OR, NOT, THRU**. See "Using Boolean (Logical) Operators in Search Statements" on page 9.

The THRU operator works only with the Set field and provides a quick way of combining several searches using OR logic: **1 THRU 4** is the same as **1 OR 2 OR 3 OR 4**.

Examples:

Set	Records	Field
1	64	Title RADON
2	1491	Title RADIATION
3	180	Full journal ENVIRONMENTAL-SCIENCE-&-TECHNOLOGY
4	2	Set (1 OR 2) AND 3
5	3	Set Review 1

Setting Search Limits

- Limits allow you to restrict a search to a specific language, document type or update period/year published. Before executing a search statement, press <ALT-L> to bring up the Limit menu. (Note that the Limit menu shown below right is the menu that would be displayed if you were viewing a cumulation disc consisting of multiple years of data.)

Quarterly/Annual data:

Language:	<No Limit>
Document type:	<No Limit>
Update period:	<No Limit>
Use bold letter to see menu of choices. Press ↓ to apply limits, ESC to cancel.	

- Type the highlighted letter of the limit you want to use to bring up a submenu of choices. (Note that the Yr. Published submenu will only appear if you are searching a multi-year database.)

Language
<No Limit>
Afrikaans
Chinese
Czech
Dutch
English
Finnish
French
German
Hungarian
Italian
Japanese
Multi-Language
↓

Document type
<No Limit>
Article
Bibliography
Biographical-Item
Book-Review
Chronology
Correction
Database-Review
Discussion
Editorial
Hardware-Review
Letter
Meeting-Abstract
↓

Quarterly/Annual:

Update
<No Limit>
Latest Update

Cumulation:

Yr. Published
<No Limit>
1985
1984
1983
1982
1981
1980
1979

- Highlight your choice and press **↓**.

Saving a Search Session as a Search Strategy

- Allows you to store a sequence of queries, which can then be executed on different databases without retyping.
- Press **<ALT-S>** from the Search Session screen; the following box will be displayed:

This option saves your search statements.
To save search results, press F4 to display them,
then press S to save.

Drive/path: **A:**

Press bold letter for choices.
Press **↓** to accept drive, ESC to cancel.

- Press **D** for a list of valid drives/paths.

Drives/paths
A:\
B:\
C:\USER1
C:\USER2

- Highlight the drive/path to which you want to save your search statements as a strategy, then press **↓**; the following box will be displayed:

Enter filename and press **↓**, or ESC to cancel.
Save search strategy to:
A:**SESSION**

- Type a name for the strategy or press **↓** to accept the default name of SESSION. The program will save the search session to disk as a strategy and display a message to that effect.
- You can edit a saved search strategy by selecting the "Edit Strategy" option from the **F3-Search** menu.
- You can run a saved search strategy (execute all queries in the session saved as a strategy) by pressing **<ALT-R>** from the Search Session screen.

F4-RESULTS

Types of Results

- **Records:** The items retrieved by a search. These may be displayed in full record (bibliographic) format, or as titles only. To display records for the last executed search or for the currently highlighted search, press **<F4>**, then **R** or **T**.
- **Related Records®:** Articles that have one or more cited references in common with a displayed article, and thus share a subject relationship with that article. Related Records exist only in relation to another record, and can include articles you would not otherwise find. To display Related Records for an item you have displayed, press **R**.
- **Collected Records:** Records that you have marked as being of particular interest. To collect a record or set of records, as you browse through a record or title display, press **C**, then **R** or **S**. To display collection records or titles, press **<F4>**, then **C** or **O**.

Moving Through Results

To move through a set of records, Related Records or collected records in **full record format**, use the following keys:

↓ or <PgDn>	Display the next record
↑ or <PgUp>	Display the previous record
<Home>	Display the first record in the set
<End>	Display the last record in the set
<Ctrl-PgDn>	Move forward 10 records
<Ctrl-PgUp>	Move back 10 records

To move through a set of records, Related Records or collected records in **titles-only format**, use the following keys:

↓	Display the next title
↑	Display the previous title
<PgDn>	Display the next screen of titles
<PgUp>	Display the previous screen of titles
<Home>	Highlight the first title in the set
<End>	Highlight the last title in the set

Options

- Options for displaying additional information and for printing or saving results appear at the bottom of the record display. To invoke an option, press the highlighted letter for that option. If no letter is highlighted, the option is not active for the currently displayed or highlighted record.

Displaying Full Records

- Press <F4> to access the **Results** menu
- Highlight "Show Full Records" and press ↵, or press R; the first record will be displayed.

U3.05 Arts & Humanities Citation Index (Jan 95 - Apr 95) D3.0

F1-Help F2-Database F3-Search F4-Results F5-Quit

1 Set 4: Title
FRENCH AND REVOLUTION

2 Records: 3 of 48

3 Kindleberger-ER

4 Corday,Charlotte in Text and Image - A Case-Study in the French-
Revolution and Womens History (English) => Article

5 FRENCH HISTORICAL STUDIES
Vol 18 Iss 4 pp 969-999 1994 (PY052)

6 Related Records: 16 Cited References: 75

7 View RelatedRecords Collect citedReFs Addresses Print Save

<PgUp>

<PgDn>

- Set number, field type and search statement (1).
- Record number out of total number of records found (2).
- Full record is displayed: authors (3); title, language, and document type (4); journal title, volume, issue, pages, year and The Genuine Article® number (5).
- Number of Related Records® and cited references (6).
- Options for displaying Related Records, displaying cited references, displaying authors' addresses, switching to titles-only display, collecting records, printing records and saving records (7).

Displaying Record Titles Only

- Press <F4> to access the **Results** menu.
- Highlight "Show Titles Only" and press ↵, or press T; as many titles as will fit on the screen will be displayed.

U3.05 — Arts & Humanities Citation Index (Jan 95 - Apr 95) — D3.0

F1-Help F2-Database F3-Search F4-Results F5-Quit

1 Set 1: Title
FRENCH AND REVOLUTION

2 Records: 36 of 48

3

Vaudeville During the French-Revolution (1789-1799) <PgUp>

The Dogged Pursuit of the Refractory Priests (Fate of French Clerics
Opposed to the New Order During the Revolution)

For Lucile - The Story of a Young Aristocrat at the Time of the French-
Revolution

Politics of Memory - Commemorating the French-Revolution - French, by J.
Davallon, P. Dujardin, G. Sabatier

Spain and France in the Era of the French-Revolution (1793-1807) -
French, by J. Sagnes <PgDn>

4

View RelatedRecords citedReFs Addresses Save
Collect Print

- Set number, field type and search statement (1).
- Record number out of total number of records found (2).
- Record titles (3).
- Options for displaying Related Records®, displaying cited references, displaying authors' addresses, switching to full-record display, collecting records, printing records and saving records (4).

Displaying Related Records®

- Related Records can be displayed, if they exist, for any record that is currently displayed or highlighted.
- Press **R** for Related Records.

The screenshot shows the Arts & Humanities Citation Index (Jan 95 - Apr 95) interface. At the top, a menu bar includes U3.05, Arts & Humanities Citation Index (Jan 95 - Apr 95), and D3.0. Below this is a function key menu with F1-Help, F2-Database, F3-Search, F4-Results, and F5-Quit. The main display area shows a parent record (1 of 48) titled "Rose-RB Symbols, Citizens or Sisterhood - Women and the Popular Movement in...". Below the parent record, it indicates "Related Records: 1 of 3" at "Level 1". The first related record is by Benhabib-S, titled "The Pariah and Her Shadow - Arendt, Hannah Biography of Uarnhagen, Rahel (English) => Article". The full record details are: POLITICAL THEORY, Vol 23, Iss 1, pp 5-24, 1995 (QC644). At the bottom of the record list, it shows "Related Records: 5", "Cited References: 21", and "Shared References: 1". A bottom menu bar contains options: RelatedRecords View, citedReFs Collect, sHaredReFs Print, and Addresses MakeSet. A "<PgDn>" key is also visible.

1 Parent Record: 1 of 48
 2 Rose-RB Symbols, Citizens or Sisterhood - Women and the Popular Movement in...
 4 Benhabib-S
 5 The Pariah and Her Shadow - Arendt, Hannah Biography of Uarnhagen, Rahel (English) => Article
 6 POLITICAL THEORY
 Vol 23 Iss 1 pp 5-24 1995 (QC644)
 7 Related Records: 5 Cited References: 21 Shared References: 1
 8 RelatedRecords View citedReFs Collect sHaredReFs Print Addresses MakeSet

- Parent record number and the author and title of the parent record (the record to which these Related Records "belong") (1).
- Related Record number of total number of Related Records (2).
- Related Record level (maximum 5) you are currently on (3). This indicates how far removed you are from the original record.
- Full record: authors (4); title, language and document type (5); journal title, volume, issue, pages, year and The Genuine Article® number (6).
- Number of Related Records, cited references and shared references (7).
- Options for displaying Related Records, displaying cited references, displaying shared references, displaying authors' addresses, switching to titles-only display, collecting records, printing records, saving records and making set consisting of these Related Records (8).

Displaying Collected Records

- Press <F4> to access the **Results** menu.
- Highlight **"Show Collection Records"** and press ↵, or press **C**; the first record will be displayed.

U3.05 — Arts & Humanities Citation Index (Jan 95 - Apr 95) — D3.0

F1-Help F2-Database F3-Search F4-Results F5-Quit

1 (Collected) 2 Collected Records: 1 of 6

3 Spagnoli-PG

4 A History of the French Working-Class, Vol 1, the Age of Artisan Revolution, 1815-1871, Vol 2, Workers and the Bourgeois Republic, 1871-1939, by R. Wagrau (English) => Book-Review

5 JOURNAL OF INTERDISCIPLINARY HISTORY
Vol 25 Iss 4 pp 694-696 1995 (QN806)

6 Related Records: 0 Cited References: 3 <PgDn>

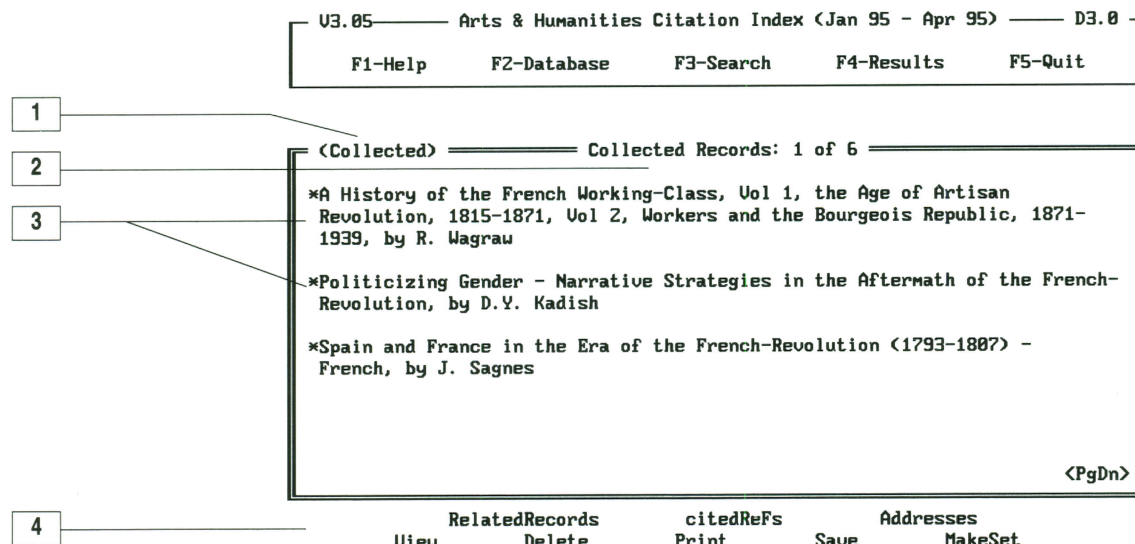
7

RelatedRecords citedReFs Addresses
View Delete Print Save MakeSet

- Record is marked as "Collected" (1).
- Record number out of total number of collected records (2).
- Full record: authors (3); title, language and document type (4); journal title, volume, issue, pages, year and The Genuine Article® number (5).
- Number of Related Records® and cited references (6).
- Options for displaying Related Records, displaying cited references, displaying authors' addresses, switching to titles-only display, deleting a record from the collection, printing collected records, saving collected records and making a set consisting of collected records (7).

Displaying Collected Record Titles Only

- Press <F4> to access the **Results** menu.
- Highlight "Show Collection Titles" and press ↵, or press O; as many titles as will fit on screen will be displayed.



- Record is marked as "Collected" (1).
- Record number out of total number of collected records (2).
- Titles of records (3).
- Options for displaying Related Records®, displaying cited references, displaying authors' addresses, switching to full-record display, deleting a record from the collection, printing collected records, saving collected records and making a set consisting of collected records (4).

Printing a Record

- From a record or title display, **press P** to display the **Print** menu, then **press P again** to select the record(s) you want to print.

Print:	This Record
Record format:	Short record
Press bold letter for choices.	
Press ↵ to begin printing, ESC to cancel.	

Print
This Record
Full Set
Collection

- Highlight your choice and press ↵**, or type the highlighted letter of your choice.
- Press R** to display the **Record Format** menu. Use the options on this menu to specify which portions of the record you want to print. (For more information on record formats, press <F1> from the **Print** menu.)

Record format:
Short record
Record + Addresses
Record + References
Long record
Custom record
TGA Order

- Highlight your choice and press ↵**, or type the highlighted letter of your choice.
- Press ↵** at the main **Print** menu to print the specified record(s) in the specified format.

Saving a Record

- From a record or title display, **press S** to display the **Save** menu, then **press S again** to select the record(s) you want to save.

Save:	This Record
Record format:	Short record
File format:	Plain text
Drive/path:	A:\

Press bold letter for choices.
Press **↓** to begin saving, **ESC** to cancel.

Save
This Record
Full Set
Collection

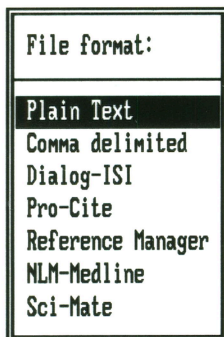
- Highlight your choice and press ↓**, or type the highlighted letter of your choice.

Record format:
Short record
Record + Addresses
Record + References
Long record
Custom record
TGA Order

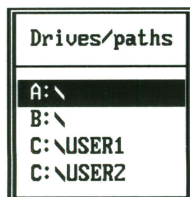
- Press R** to display the **Record Format** menu. Use the options on this menu to specify which portions of the record you want to save. (For more information on record formats, press **<F1>** from the **Save** menu.)
- Highlight your choice and press ↓**, or type the highlighted letter of your choice.

Saving a Record (cont'd)

- Records you save can be imported into a word-processing package or database-management program.
- To specify the format of your final file, **press F** to display the **File Format** menu. (For more information on file formats, press <F1> from the **Save** menu, or see the User Guide.)



- **Highlight your choice and press ↵**, or press the highlighted letter of your choice.
- **Press D** to display the Drives/paths menu.



- **Highlight the drive/path** to which you want to save the specified record(s) and **press ↵**.
- **Press ↵** at the main **Save** menu to begin saving records. You will be prompted to **enter a filename**.

F5-QUIT

Exiting the Program

- Press <F5> to pull down the **Quit** menu.



- Select the **"Quit "** option by highlighting it and pressing ↓, or by pressing **Q**. You will be placed in the DOS environment at your root directory, or at a system menu if your system is so configured.
- If you attempt to quit without saving your work, the following screen will be displayed.

WARNING
Unsaved searches and results and the collection will be lost
when you quit the program.
OK to continue? (Y/N)

Starting a New Search Session

- Press <F5> to access the **Quit** menu
- Select the **"Start New Session"** option by highlighting it and pressing ↓, or by pressing **S**. If you are using a single CD drive, the program will clear the current search session and start a new search session using the current database. To start a session using a different database, change databases using the **F2-Database** menu. If you are using a multiple CD drive, the program will clear the current search session and list the currently loaded databases, from which you can select the database to be used for the new session.

If you have not saved search results, collected records and search statements, you will be prompted to save them (see the warning screen above).